|  |  |  |  |
| --- | --- | --- | --- |
| Before you apply for online access to your record, there are some other things to consider. Although the chances of any of these things happening are very small, you will be asked that you have read and understood the following before you are given login details. | | | |
| Things to consider | |
|  | Forgotten history There may be something you have forgotten about in your record that you might find upsetting. |
| Abnormal results or bad news If your GP has given you access to test results or letters, you may see something that you find upsetting to you. This may occur before you have spoken to your doctor or while the surgery is closed and you cannot contact them. |
| Choosing to share your information with someone It’s up to you whether or not you share your information with others – perhaps family members or carers. It’s your choice, but also your responsibility to keep the information safe and secure. |
| Coercion If you think you may be pressured into revealing details from your patient record to someone else against your will, it is best that you do not register for access at this time. |
| Misunderstood information Your medical record is designed to be used by clinical professionals to ensure that you receive the best possible care. Some of the information within your medical record may be highly technical, written by specialists and not easily understood. If you require further clarification, please contact the surgery for a clearer explanation. |
| Information about someone else If you spot something in the record that is not about you or notice any other errors, please log out of the system immediately and contact the practice as soon as possible. |

|  |
| --- |
| More information For more information about keeping your healthcare records safe and secure, you will find a helpful leaflet produced by the NHS in conjunction with the British Computer Society:  Keeping your online health and social care records safe and secure  **Patient Online Access – Registration Form** |

**Appendix B**

The account is securely controlled using passwords, personal identification numbers, and security questions. Using the same account, from **1 April 2015**, those patients who would like to, are able to request access to view parts of their medical record online including medications, allergies and adverse reactions. As a practice we have decided to extend this to include immunisations and test results.

If you would like to register to use our on-line services, known as Patient Access, please read the attached patient information leaflet then complete this form and hand it to the receptionist with **two forms of ID: one should be photographic e.g. passport or driving licence, the second should confirm your address. The receptionist will check the documents and return them to you immediately.**

|  |  |  |
| --- | --- | --- |
| Surname | | Date of birth |
| First name | | |
| Address    Postcode | | |
| Email address | | |
| Telephone number | Mobile number | |

## I wish to have access to the following online services (please tick all that apply):

|  |  |
| --- | --- |
| 1. Booking appointments | 🞏 |
| 1. Requesting repeat prescriptions | 🞏 |
| 1. Accessing my medical record | 🞏 |

**I wish to access my medical record online and understand and agree with each statement (tick)**

|  |  |
| --- | --- |
| 1. I have read and understood the information leaflet provided by the practice | 🞏 |
| 1. I will be responsible for the security of the information that I see or download | 🞏 |
| 1. If I choose to share my information with anyone else, this is at my own risk | 🞏 |
| 1. I will contact the practice as soon as possible if I suspect that my account has been accessed by someone without my agreement | 🞏 |
| 1. If I see information in my record that is not about me or is inaccurate, I will contact the practice as soon as possible | 🞏 |

|  |  |
| --- | --- |
| Signature | Date |

### For practice use only

|  |  |  |  |
| --- | --- | --- | --- |
| Patient NHS number | | | |
| Identity verified by  (initials) | Date | Method  🞏 Vouching  🞏 Vouching with information in record  🞏 Photo ID and proof of residence | |
| Authorised by | | | Date |
| Date account created | | | |
| Level of record access enabled  🞏 Prospective 🞏 Retrospective 🞏 All 🞏 Limited parts 🞏 Contractual minimum | | | Notes / explanation |